



Office of the State Superintendent of Education



DISTRICT OF COLUMBIA
MAYOR ADRIAN M. FENTY

EMPLOYED EDUCATOR REPORT (EER) INSTRUCTIONS

**Educator Licensure and Accreditation
810 First Street, NE, Fifth Floor
Washington, DC 20002**

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TABLE OF CONTENTS

EMPLOYED EDUCATOR REPORT (EER)	
Section 1 - Employed Educator Report Form	2
Section 2 - Instructions for Completing the EER	3
Personal and Demographic Data, Reported Assignment	3
LEA Name; School Name; Last Name; First Name; SS# (Social Security Number)	
D.O.B. (Date of birth); Race; Gender	
Tot. Ed. Exp. (Total Educator Experience)	
Tot. LEA Exp. (Total LEA Experience)	
Tot. Sch. Exp. (Total School Experience)	
Core; Assgmt. Code (Assignment Code); SPED (Special Education); ESL	
Curr. Code (Curriculum Code); Gr. Code (Grade Code)	
Educational Credentials	5
BD (Baccalaureate Degree); SST (State Subject Test)	
UM (Undergraduate Major); MEQ (Major Equivalent)	
ADM (Advanced Degree Major); HOUSSSE; NBC (National Board Certification)	
DOH (DC Department of Health Licensure)	
Section 3 - Instructions for Reporting Data on Instructional Paraprofessionals	6
Last Name; First Name; DOB (Date of Birth); Race; Gender	
Tot. LEA Exp. (Total LEA Experience)	
HSD/GED (High School Diploma/General Equivalency Diploma)	
PSEC PREP (Postsecondary Preparation)	
Section 4 – Evaluation Practices Data	7
Section 5 – Teacher Salary Data	7
Section 6 – Common Reporting Errors	7
Section 7 – EER Validation Process	8
Appendix A – LEA Codes for Unique Identifiers	9

EMPLOYED EDUCATOR REPORT (EER)

The purpose of the EER is to collect information about the professional and demographic characteristics of public school educational staff across the District of Columbia. LEA educator quality data, as submitted in the EER, becomes the LEA's official record of its educator qualifications, including data on a LEA's teachers, administrators, service providers, and instructional paraprofessionals. Once these data are gathered, they are made available for use by the various LEAs, OSSE, the United States Department of Education, and others for educational research purposes. OSSE uses this information to analyze the demographics and qualifications of the current educator workforce in the District of Columbia, and for local, state and federal reporting purposes.

After fully completing the EER, please return it to Erika Lomax at erika.lomax@dc.gov by June 18, 2010.

Section 1 - Employed Educator Report Form

The Employed Educator Report form is a Microsoft Excel spreadsheet that contains four reporting tabs:

- (1) Teachers, Administrators & Service Providers (SPs)
- (2) Paraprofessionals
- (3) Evaluation Practices
- (4) Teacher Salary Data

The Teachers, Admin. & SPs worksheet is divided into three major sections: Personal and Demographic Data; Reported Assignment; and Educational Credentials. Staff members are reported using the Assignment Codes outlined in the 2009-10 EER Assignment Code table. When reporting data on the Teachers, Admin. & SPs and Paraprofessional worksheets, please note the following:

- For educational service providers (school counselors, speech language pathologists, counselors, psychologists, occupational therapists, etc.) and paraprofessionals, include employed and contracted staff.
- If an Assignment Code does not exist for a particular assignment, then the assignment should not be reported on the EER. If you feel strongly that a particular assignment should be included, contact erika.lomax@dc.gov for guidance as to how you should proceed.

Please also note the following as you complete the SY 2009-10 EER, as some requirements have changed:

- Do not submit the EER on an older version of the form as the form has changed. Return your submission in the Excel format (not PDF).
 - If you would like a copy of last year's submission on this year's form, please email kadena.duncan-lawrence@dc.gov with your request.
 - After receiving the above, please ensure that you remove educators who are no longer employed with your LEA, being mindful to delete multiple entries for that educator, where applicable. Also remember to update all required fields in instances where assignments change (curriculum code, grade code, etc.), not just the code for the assignment.
- LEAs with multiple campuses/schools will receive a single EER form that requires the submission of current data for staff at all schools/campuses under the authority of the LEA. The LEA will complete and submit a single EER form to OSSE.
- When including teacher data, list each assignment a teacher teaches as outlined in the sample EER data table.
This input should result in one EER entry for:
 - Self-contained teachers on the elementary level;

- Administrators and school service providers in both elementary and secondary schools, unless they are teaching core subject classes;
 - Special subject elementary level teachers (grades Pre-K – 6, unless classes are departmentalized for middle grades).
- **Input should result in multiple EER entries for:**
- Middle grades and secondary teachers responsible for more than one class.
- Please be sure to complete all data fields for each assignment reported, even if the educator’s personal data appears multiple times. Cells left blank will require correction during the validation process, or may result in ‘N’ for No being entered. For example, where no indication of a Bachelor’s degree is made, OSSE will enter N for No.
- Two new data reporting tabs have been included in this year’s EER to meet new local, state or federal reporting requirements: descriptive data on LEA teacher and principal evaluation practices and teacher salary data.

Section 2 – Instructions for Completing the EER

Personal and Demographic Data, Reported Assignment, Educational Credentials

There are three distinct areas of the EER Form that are delineated by color. The yellow section contains personal and demographic data, the blue section contains the data on reported assignment and the green section contains educational credential data. Please refer to the table below for instructions on completing the Personal and Demographic Data, and Reported Assignment sections of the Employed Educator Report.

Column	Heading	Instructions	Example
A	LEA Name	Enter the name of the LEA.	Friendship PCS
B	School Name	Enter the name of the school/campus.	Woodridge
C	Last Name	Enter the educator’s last name.	Doe
D	First Name	Enter the educator’s first name.	Jane
E	Employee ID#	May use the employee’s social security number or one using LEA coding and a number. See Appendix A for a list of appropriate LEA codes to use in lieu of the SSN. This is necessary for assigning a unique identifier to each reported educator.	FPCS321
F	D.O.B. (Date of Birth)	Enter the reported educator’s date of birth using the two-digit month, two-digit day, and four-digit year.	01/01/1971
G	Race - Optional	Enter the educator’s race using the codes in the parentheses: <ul style="list-style-type: none"> • American Indian/Alaskan Native (AI) • Asian (AS) • Black/African-American (BL) • Hispanic/Latino (HL) • Native Hawaiian/Other Pacific Islander (NH) • White (WH) • Other (O) 	HL
H	Gender	Enter the educator’s gender: either (F) for female or (M) for male.	F
I	Tot. Ed. Exp. (Total Educator Experience)	<ul style="list-style-type: none"> • Enter the educator’s total number of years of experience in their current position, e.g., as a teacher, principal, counselor, etc. • Enter the years of experience in whole numbers only. Use ‘1’ for a first year educator, ‘2’ for a second year, etc. 	2

J	Tot. LEA Exp. (Total LEA Experience)	<ul style="list-style-type: none"> • Enter the educator's total number of years of experience at the LEA. • Enter the years of experience in whole numbers only. Use '1' for current school year new hires, 2 for second year employees, etc. 	1
K	Tot. Sch. Exp. (Total School Experience)	<ul style="list-style-type: none"> • Enter the educator's total number of years of experience at the school/campus. • Enter the years of experience in whole numbers only. Use '1' for educators in their first year at the school, '2' for second years, etc. 	1
L	Assgmt. Code (Assignment Code)	<ul style="list-style-type: none"> • Enter the assignment code that accurately represents the subject matter being taught. • Refer to the Assignment table in Appendix B for a listing of teaching, administrative and service provider assignment codes. • When matching a course's title to the assignment code, keep in mind that course content, not method of delivery or students served, determines an appropriate match as outlined in the examples below. <ol style="list-style-type: none"> (1) Resource Math (taught to special education students) is a Math class (2) ESL Science is a Science Class (3) Self-contained Special Education, Grades 1-3 is an Elementary Education class <p>Therefore, Special Education and ESL/Bilingual resource teachers should only be listed with SPED or ESL/Bilingual codes when they are operating as resource teachers in a collaborative, consultative, pull-out or inclusion capacity, i.e., the student receives core subject instruction from a different core subject teacher of record.</p> <ul style="list-style-type: none"> • When including teacher data, list each class assignment a teacher teaches. This will often result in several entries for secondary level teachers, and result in one entry for self-contained elementary teachers. <p>If you have questions regarding whether a particular course at your LEA matches an assignment code, contact erika.lomax@dc.gov for assistance.</p>	FRENCH
M	Curr. Code (Curriculum Code)	<ul style="list-style-type: none"> • Refer to the Assignment table in Appendix B for a listing of teaching, administrative and service provider curriculum codes. 	36
N	Core (Core Subject Area)	<ul style="list-style-type: none"> • Refer to the Assignment table in Appendix B for a listing of course titles and indication of whether the course is a core subject area. 	Y
O	Gr. Code (Grade Code)	<ul style="list-style-type: none"> • Refer to the Grade Code table in Appendix B, and input the appropriate code(s) for the assignment. Note: middle and secondary core subject teachers must still be reported for each class taught, even when a grade code representing more than one grade is used. For example, a Math teacher who teaches five classes of 9-12th graders, should be listed five times with the 17 grade code (or five times with the specific 09, 10, 11, or 12 grade codes). 	14
P	SPED (Special Education)	Enter 'Y' only if the course is taught to a class primarily comprised of special needs students. Enter 'N' in all other cases.	Y
Q	SPED 3-5; 6-21	If a Y is marked in the SPED column, indicate whether the staff member serves students aged 3-5 or 6-21	6-21
R	ESL (English as a Second Language)	Enter 'Y' only if the course is taught to a class primarily comprised of ESL students. Enter 'N' in all other cases.	N

Educational Credentials

This section of the EER is used to determine the HQT status of core subject teachers, and the appropriate licensure status of staff, where applicable. **Information reported in the Educational Credentials section must be relevant to the reported assignment (except for Baccalaureate Degree and Licenses – DCPS only).**

Before completing the Educational Credentials section, please note the following:

- Where an assignment is not relevant to a core subject, insert N/A in the PST – HOUSSE columns (sort file by the Core column for easier data entry).
- Since elementary level teachers (K-6) may only be HQ via the Praxis test or HOUSSE process, insert N/A in the UGM – NBC columns for these teachers.
- Based on documentation reviews conducted during several LEA on-site monitoring visits, please do not indicate that a teacher has the Praxis test, undergrad major, grad major, etc. if there is no documentation on file at the LEA to support the assertion.

Column	Heading	Instructions	Example
S	BD (Baccalaureate Degree)	<ul style="list-style-type: none"> • Enter (Y) for Yes or (N) for No to indicate whether the staff member has a baccalaureate degree from an accredited institution of higher education. • Degrees earned outside of the United States must be evaluated for equivalency to U.S. standards. Evaluation agencies that are accepted by OSSE are available at www.naces.org (this also applies to UGM, MEQ, and ADM below). 	Y
T	PST (Praxis Subject Test)	<ul style="list-style-type: none"> • Enter (Y) for Yes or (N) for No to indicate whether the teacher has passed the appropriate Praxis II content test. • See Appendix B - Assignment table for the acceptable state test for a particular assignment. Where no state test is listed or the assignment is non-core, input N/A in the PST column. 	N
U	UGM (Undergraduate Major)	<ul style="list-style-type: none"> • Enter (Y) for Yes or (N) for No to indicate whether the teacher has an undergraduate major in the reported assignment. Insert N/A for Elementary and non-core subject teachers. 	N
V	MEQ (Major Equivalent)	Enter (Y) for Yes or (N) for No to indicate whether the teacher has a major equivalent of thirty (30) semester hours in the reported assignment. Insert N/A for Elementary and non-core subject teachers.	Y
W	ADM (Advanced Degree Major)	<ul style="list-style-type: none"> • Enter (Y) for Yes or (N) for No to indicate whether the teacher has completed a graduate degree or higher in the reported assignment. Insert N/A for Elementary and non-core subject teachers. 	N
X	NBC (National Board Certification)	Enter Y to indicate whether a secondary level teacher has earned National Board Certification in the reported assignment. Insert N/A for Elementary and non-core subject teachers.	N
Y	HOUSSE (High Objective Uniform State Standard Evaluation)	Enter Y to indicate whether the teacher has earned a minimum of 100 points on the HOUSSE rubric in the reported assignment.	N
Z	DOH (Department of Health Certification)	<ul style="list-style-type: none"> • Enter Y to indicate whether a service provider has current OSSE or D.C. Department of Health licensure or certification in the relevant service area. • Enter N/A for non-service providers. 	N/A

Section 3 - Instructions for Reporting on Instructional Paraprofessionals

Instructional paraprofessionals/aides are also required to be highly qualified per standards outlined in the Elementary and Secondary Education Act, as amended by NCLB. Similar to the Teachers & Professional Staff worksheet in the EER, the Instructional Paraprofessionals worksheet has three distinct reporting areas delineated by color. The yellow section contains personal and demographic data, the blue section contains data on the reported assignment, and the green section contains educational credential data. Please refer to the table below for instructions on completing all sections of the Paraprofessionals' worksheet.

Column	Heading	Instructions	Example
A	LEA Name	Enter the name of the LEA. Repeat for each line.	Friendship PCS
B	School Name	<ul style="list-style-type: none"> • Enter the name of the school/campus. • Repeat for each relevant line. 	Woodridge
C	Last Name	Enter the last name of the reported instructional aide.	Doe
D	First Name	Enter the first name of the reported instructional aide.	Jane
E	D.O.B. (Date of Birth)	Enter the reported instructional aide's date of birth including two-digit month, two-digit day, and four-digit year.	01/01/1971
F	Race - Optional	Enter the educator's race using the codes in the parentheses: <ul style="list-style-type: none"> • American Indian/Alaskan Native (AI) • Asian (AS) • Black/African-American (BL) • Hispanic/Latino (HL) • Native Hawaiian/Other Pacific Islander (NH) • White (WH) • Other (O) 	HL
G	Gender	Enter the paraprofessional's gender; either (F) for female or (M) for male.	F
H	Tot. Ed. Exp. (Total Educator Experience)	<ul style="list-style-type: none"> • Enter the paraprofessional's total number of years of experience as a paraprofessional. • Enter the years of experience in whole numbers only. Use '1' for a first year educator, '2' for a second year, etc. 	2
I	Tot. LEA Exp. (Total LEA Experience)	<ul style="list-style-type: none"> • Enter the paraprofessional's total number of years of experience at the LEA. • Enter the years of experience in whole numbers only. Use '1' for current school year new hires, 2 for second year employees, etc. 	0
J	Gr. Code	Enter the Grade Code to indicate the grade(s) the paraprofessional is serving.	0P
K	SPED	Enter Y if the paraprofessional is assisting special education students exclusively. Enter N in all other cases.	Y
L	SPED 3-5; 6-21	If a Y is marked in the SPED column, indicate whether the staff member serves students aged 3-5 or 6-21	6-21
M	HSD/GED (High School Diploma or General Equivalency Diploma)	<ul style="list-style-type: none"> • Enter (Y) for yes, or (N) for no to indicate whether the reported instructional aide possesses either a high school diploma or a general education diploma. • Diplomas earned outside of the United States must be evaluated for equivalency to U.S. standards. Evaluation agencies that are accepted by OSSE are available at www.naces.org (also applies to coursework and degrees mentioned below). 	Y
N	PSEC PREP (Postsecondary Preparation)	Enter the code in the parentheses that accurately reflects the manner in which the paraprofessional met HQ requirements: <ul style="list-style-type: none"> • (AA) - The paraprofessional has an associate's degree from 	PP

		<p>an accredited institution of higher education (IHE).</p> <ul style="list-style-type: none"> • (AE) - The paraprofessional has completed the equivalent of two years of undergraduate study, or a minimum of 48 semester hours of college coursework from an accredited IHE. • (BA) - The paraprofessional has a baccalaureate degree or higher from an accredited IHE. • (PP) - The paraprofessional has successfully completed the ETS ParaPro assessment with a minimum score of 461. • (N) - The paraprofessional has not completed any of the required elements to be deemed highly qualified. 	
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Section 4 – Evaluation Practices Data

To meet new federal reporting requirements, OSSE must collect LEA level data on teacher and principal evaluation practices. These data are meant to be informational – to acquire baseline information on the varied evaluation systems that exist in states. LEAs must submit narrative responses describing their overall approach to evaluating teacher and principal performance, as well as indicate Yes or No to specific questions regarding evaluation practices. Please refer to the EER’s Evaluation Practices tab for specific reporting requests.

Section 5 – Teacher Salary Data

To meet local reporting requirements, please provide gross teacher salary information for the following:

- Minimum Teacher Salary
- Maximum Teacher Salary
- Average Teacher Salary

The above must be based on gross, base salaries and not include bonuses, stipends or fringe benefits.

Section 6 – Common Reporting Errors

Based on the SY 2008-09 LEA EER validation process, OSSE developed a list of common reporting errors. Please review the list below while completing the EER and before submitting it to ensure that your LEA is not making a common mistake. Except for the comment relevant to the paraprofessional’s file, the following are common mistakes made on the Teachers, Admin. & SPs worksheet.

Change columns T - Y (HQ Indicators) to N/A for non-core staff.
Change columns U - X to N/A for elementary education (K-6) teachers since they are not HQT options for elementary teachers.
Change KIND to Y in the Core column.
Remove duplicate PE, Art, etc. entries from the report for elementary level teachers. Administrators, specials and resource teachers only need to show once for elementary level teachers (Pre-K-6), unless the course is a core subject and is departmentalized for middle grades.

Completely fill in each cell with an appropriate response (see instructions and sample) or the report will be returned for clarification.
When comparing the experience columns, one cannot have more school (campus/school served in 2009-10) than LEA experience. For example, a teacher should not have 5 years of experience at a school, but 3 years of experience in the LEA. Please review columns I - K for all staff to ensure submission of accurate data.
When indicating that someone is a curriculum specialist, ensure that the person only works with teachers and does not teach students. If the person also teaches, please include a separate entry or entries relevant to their teaching assignment(s).
Insert N/A in the DOH column for staff that are not service providers.
Change Pre-K to N in the Core column.
The paraprofessional's tab has been deleted or is blank. Please confirm that the LEA does not employ instructional/teacher's assistants by writing this confirmation on the paraprofessional's worksheet.
OSSE will insert N in the DOH column for service providers where left blank or marked N/A.
OSSE will insert N for No in columns S - Y for core subject teachers where no response was indicated.
<p>Class count error: OSSE must report the total number of classes taught by core subject teachers to the federal government, and in many cases last year, LEAs reported middle and/or high school level teachers as only teaching one class per year. Core subject teachers should be reported for each class taught - not using the 15 or 17 grade code once, but for each section taught (could either be reported using the actual 07-12 grade code for each class, or multiple times using the 15 or 17 grade codes).</p> <p>For example, if Mr. Doe taught four 7th grade classes (separate group of students) of Math in both the first and second semesters, he should appear on the EER four times. If Ms. Doe taught four 10th grade classes of Spanish first semester and four 11-12th grade classes second semester, she should appear on the report eight times.</p> <p>In a middle school model, all departmentalized classes in grades below 7 must be reported in the manner outlined above. Elementary grade teachers (K-6) need to only be reported once.</p>

Section 7 – EER Validation Process

After your LEA's EER has been submitted, OSSE will check that the submission has been fully and accurately completed. For core subject teachers and paraprofessionals, OSSE will insert a HQ column and indicate their highly qualified status therein. The results will then be sent to LEAs for verification, with the number and percentage of highly qualified teachers and paraprofessionals.

**After fully completing the EER, please return it to
Erika Lomax at erika.lomax@dc.gov by June 18, 2010.**

Appendix A – LEA Codes for Unique Identifiers

If your LEA would prefer to use a non-SSN identifier in the Employee ID column, please use the code below, followed by 001, 002, 003 etc. for each unique person reported on the EER.

LEA NAME	LEA CODE
Academy for Learning Through the Arts	ALTA
Achievement Preparatory Academy	APAPCS
AppleTree Early Learning	ATEL
Arts & Technology Academy	ATAPCS
Booker T. Washington	BTWPCS
Bridges PCS	BRIPCS
Capital City	CAPPCS
Carlos Rosario International	CRINT
Center City	CENPCS
Cesar Chavez	CHAV
Children's Studio	CHILD
City Collegiate	CITY
Community Academy	COMM
DC Bilingual	DCBPCS
DC Preparatory	DCPREP
DCPS	May use PeopleSoft ID
E.L. Haynes	ELHAY
E.W. Stokes Community Freedom	STOKES
Eagle Academy	EAGLE
Early Childhood Academy	ECAPCS
Education Strengthens Families	ESFPCS
Excel Academy	EXCEL
Friendship	FPCS
Hope Community	HOPE
Hospitality High	HOSP
Howard Road Academy	HRAPCS
Howard University Middle School	HUMS
Hyde Leadership Academy	HLAPCS
Ideal Academy	IDEAL
Imagine Southeast	IMASE
Integrated Design & Electronic Academy	IDEA
KAMIT Institute	KAMIT
KIPP-DC	KIPP
Latin American Montessori Bilingual	LAMB
Mary McLeod Bethune	MMBPCS
Maya Angelou	MAPCS
Meridian	MERPCS
National Collegiate Preparatory	NCPPCS
Next Step/El Proximo Paso	NEXT
Nia Community	NIAPCS
Options	OPTPCS
Paul	PAUL
Potomac Lighthouse	POTM
Roots	ROOT

School for Arts in Learning	SAIL
SEED	SEED
Septima Clark	CLARK
St. Coletta Special Education	STCOL
Thea Bowman Preparatory Academy	THEA
Thurgood Marshall Academy	THURM
Tree of Life	TOLPCS
Two Rivers	TRPCS
Washington Latin	LATIN
Washington Math, Science & Technology	WMST
Washington Yu Ying	YING
William E. Doar, Jr.	WEDJ
Young America Works	YAWPCS
YouthBuild LAYC	LAYC